



APPLICATION FOR USE OF MOYER DISTRICT LIBRARY'S MEETING ROOM

Date of Event: \_\_\_\_\_ Day of the Week \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_ (please include set up and clean up time)

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Activity/Subject planned \_\_\_\_\_

Approximate number of guests attending (maximum of 80 at a time) \_\_\_\_\_

What, if any, materials will be distributed? \_\_\_\_\_

Will refreshments/ food be served? ( ) Yes ( ) No

\*\*If needed, the room rental keys must be picked up during regular business hours.

I have read the meeting room policies and agree to leave the room in a clean and orderly condition in which I found it. We agree to pay for the cost of repair or replacement for any damage to the facility or equipment not covered by the security deposit.

The library is not responsible for damage or loss of materials used or left in the building by the group or organization.

By submitting the request, I am assuring the library that the above information is correct and that any advance publicity should in no way involve the library, other than as a place to meet. I realize violations of the rules will result in the cancellation of the meeting space and possible repercussions in scheduling future use of the room by this group or individual.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Library Use Only*

\$25 Deposit Paid \_\_\_\_\_ Form of Payment \_\_\_\_\_  
(Date) (Cash or Check)

Room Fee \_\_\_\_\_ Balance Paid \_\_\_\_\_ Form of Payment \_\_\_\_\_  
(Date) (Cash or Check)